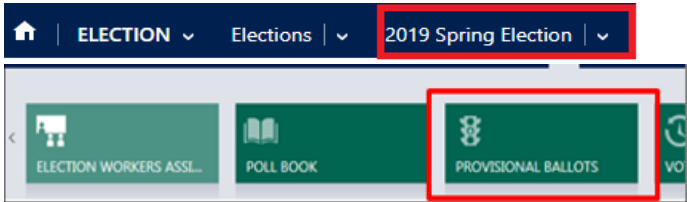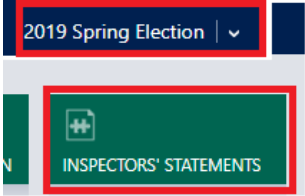# WisVote Election Checklist II: Post-Election Election Tasks
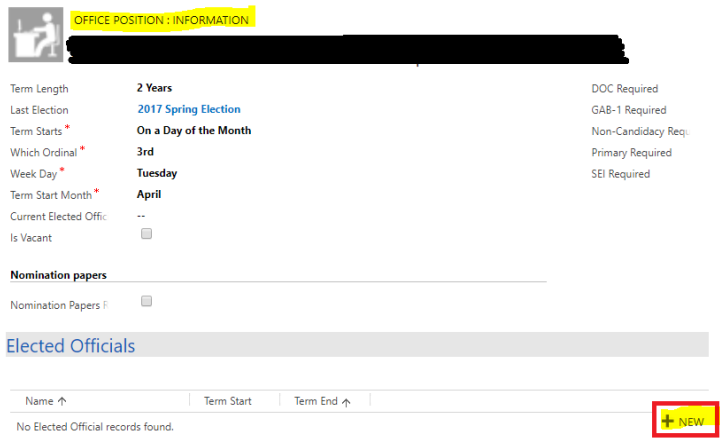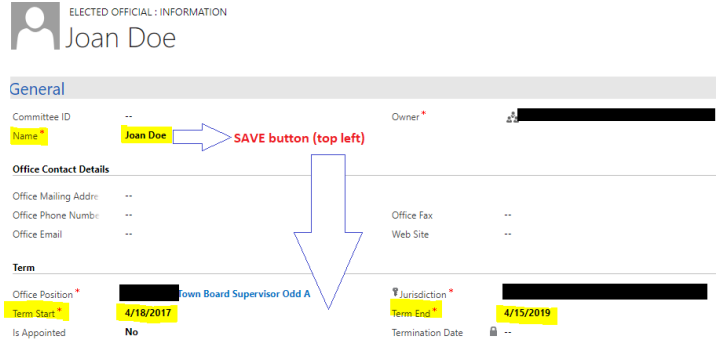## Spring Election: April 2, 2019

REMINDERS:

- **Absentee Ballots**

  o All ballots <u>must</u> be returned in time to be delivered to the polling place no later than 8:00 pm on Election Day in order to be counted.

  o To aid in your reconciliation process, please make sure all absentee ballots are appropriately tracked in WisVote with the correct **Ballot Status Reason** and correct sent/returned dates.

  o **Central Count Municipalities ONLY –** Wis. Stat. § 7.52(1)(c) requires central count municipalities to post at the clerk's office <u>and</u> on the Internet, a statement of the total number of absentee ballots that were returned. The posting must occur no later than 8:00 pm on Election Day.

- **Provisional Ballots -** If you do not issue any provisional ballots for the election, there are no required steps on Election night. Check the **Provisionals Complete** Checkpoint by Friday, April 5, 2019.

- **Election Day Registrations (EDRs)** – Remember to enter EDRs under the appropriate poll book using the EDR button at the top of the page. **EDRs should <u>not</u> be entered through the Voter Registration tile.**

- **Elected Officials** - Mark the **Winner** checkbox in the Candidate record in "vote for one" contests. For combined seat contests, please enter the winners into the corresponding Office Position record.

Tasks to Complete	Details
☐ **Municipal Clerks**: Post Provisional Ballot Information; Transmit unofficial Election Night results to County	As soon as possible on Election Night, the municipal clerk must post the number of electors who have cast provisional ballots. This number must be posted at their office and on the internet. Within 2 hours of votes being tabulated, municipal clerks must transmit returns, by ward or reporting unit, to the county clerk.
☐ **County Clerks**: Post Unofficial Election Night Results on County Website **Deadline: Election Night – April 2, 2019**	County clerks must post all returns on the county website no later than 2 hours after receiving the returns on Election Night. This includes returns for local contests. Please verify WEC has the correct link for your results: http://elections.wi.gov/clerks/directory/county-websites
☐ **If provisional ballots are issued, complete Provisional Step 1 on Election Night:** Provisional Step 1: ☐ Record the information from the Provisional Ballot Reporting Form (EL-123r) into the WisVote Provisional Tile under the Election See WisVote training materials: Entering a Provisional Ballot Record, page 1	Enter any provisional ballots for the 2019 Spring Election under the **Provisional Ballots** tile in the appropriate Reporting Unit. ***NOTE: If a jurisdiction issues <u>zero</u> provisional ballots on Election Day, NO ACTION is needed on Election Night.*** *Check the **Provisionals Complete** Checkpoint in WisVote no later than **Friday, April 5, 2019.***

Tasks to Complete	Details
Provisional Step 2: ☐ Update Provisional Ballot Information in WisVote ☐ Provisional Step 3: Check the Provisionals Complete Checkpoint **Deadline: Friday, April 5, 2019**	Voters who cast provisional ballots may provide the required documentation no later than 4:00 p.m. on Friday, April 5, 2019. Update the information in the 2019 Spring Election under the **Provisional Ballots** Tile as it becomes available. Check the **Provisionals Complete** Checkpoint in WisVote after all of a jurisdiction's provisional ballots have been updated.
☐ Complete Inspectors' Statements (EL-104) **Deadline: No Later than May 2, 2019** See WisVote training materials: [Elections Reconciliation Process](#)	Enter the information in the 2019 Spring Election under the **Inspectors' Statement** tile for each reporting unit. *NOTE: WEC Staff recommends you complete your Inspectors' Statements **prior** to entering your voter participation.*
☐ Record Rejected Absentee Ballots in WisVote View the Learning Center's new tutorial: [Manage Absentee Ballots](#)	Deactivate the Absentee Ballots that were rejected at the polling place and provide a rejection reason. If ballots were already marked "Returned – To Be Rejected" in WisVote, nothing further needs to be done. For ballots that were marked "Returned" but then were rejected at the polls, cancel those ballots in WisVote as <u>Rejected at Polls/MBOC</u> and provide the rejection reason.
☐ Process Absentee Ballots	Enter any absentee ballots in WisVote that were not entered prior to Election Day. All ballots must be returned in time to be delivered to the polling place no later than 8pm on election Day. Absentee ballots that are returned **after** the deadline should be cancelled in WisVote as <u>Ballot Returned After Deadline.</u>
☐ Enter any Late Registrations in WisVote that were not entered prior to Election Day	To record a vote for any late registrations entered after Election Day, run the Post Supplemental Dialog. See WisVote FAQ titled: **Add Late Registration Voters to the Post-Supplemental List**

Tasks to Complete	Details
☐ Record Voter Participation ☐ Check the Poll Book Votes Recorded Checkpoint **Deadline: May 2, 2019** See WisVote training materials: Voter Participation, Chapter 5.1 Record Votes, video tutorial	Voter participation must be recorded in WisVote <u>no</u> <u>later</u> than 30 days after a spring election. There are two methods of recording voter participation: 1) Directly select voter participation in WisVote (preferred method) 2) Scan the barcodes associated with voter records on the poll book Check the **Poll Book Votes Recorded Checkpoint** in WisVote after a jurisdiction's voter participation records have been recorded.
☐ Enter Election Day Registrations in WisVote ☐ Check the EDR Complete Checkpoint **Deadline: May 2, 2019** See WisVote training materials: Election Day Registration, Chapter 5.2	Election Day Registrations must be entered into the correct Reporting Unit <u>no later</u> than 30 days after a spring election. Remember to enter EDRs under the appropriate poll book using the EDR button at the top of the page. **EDRs should not be entered through the Voter Registration tile.** The **EDR Complete Checkpoint** is selected after all of your jurisdiction's election day registrations have been recorded.
☐ Review the Printed Poll Book	Review the poll book for any typographical corrections written in by the election workers. Update voter records in WisVote, if necessary.
☐ Review Statistics on the WisVote Poll Book Screen	Review poll book statistics section to ensure the correct number of votes has been recorded. Use the **recalculate** button, if necessary. **Poll Book Statistics** Total Number of Vot... 🔒 ▦ 683 Total At Polls Particip... 🔒 ▦ 447 Total Absentee Parti... 🔒 ▦ 6 Total EDR Participati... 🔒 ▦ 57 Total Participation R... 🔒 ▦ 453 [Recalculate]
☐ Complete Election Reconciliation information **Deadline: May 2, 2019** See WisVote training materials: Elections Reconciliation Process	Review the information in the 2019 Spring Election under the **Election Reconciliation** tile for each reporting unit. 2019 Spring Election ⌄ [⊞ ELECTION RECONCILIATION] [⊞ INSPECTORS' STATEMENTS] *NOTE: Numbers and status reason will update overnight.*

Tasks to Complete	Details
☐ Check the Election Closed Checkpoint	Once the election is closed, you will no longer be able to enter any absentee information for the election. In addition to closing your election, WisVote will automatically: 1) Deactivate all election specific absentee applications 2) Mark all not returned ballots as "Ballot Not Returned by Deadline" 3) Mark all returned to be rejected ballots as "Rejected at Polls/MBOC" 4) Archive reporting units used in this election and unlock your Election Plan, so it can be edited for future elections *NOTE: Do not check the **Election Closed** Checkpoint until you have verified your reconciliation has been marked complete by WisVote.* *NOTE: Remember to send out your 30-day notice letter to your permanent/indefinitely confined absentee voters who did not return a ballot before you close your election.*
☐ Mark/Enter Elected Official(s) *Counties handle county level positions, such as school board members, county supervisors, multi-jurisdictional judges, etc.* *Municipalities handle only their municipality.*	Mark the **Winner** checkbox in the Candidate record in "<u>vote for one</u>" contests. **CANDIDATE RECORD** **Additional** Write-In ☐ Winner? ✔ Candidate Filing Stat 🔒 **Approved** Appealed ☐ Challenged ☐ Incumbent ? **Yes** *Instructions for combined seat contests continue on page 5.*

Tasks to Complete	Details
☐ Mark/Enter Elected Official(s) *(continued from previous page)*	For combined seat contests, please enter the winners into the corresponding Office Position record. Enter the **Name** only and then click the **Save** button and the **Term Start** and **Term End** dates will automatically populate. *Note: **Elected Officials** manually entered do not appear on the **My Active Office Positions** view in the **Office Positions** tile. Even if they are not appearing in this view, they will still appear to users of MyVote.*
☐ Enter EDR Postcard Statistics **Deadline: July 1, 2019**	The WEC will mail out EDR postcards. Clerks are required, per state law, to enter EDR postcard statistics. These statistics need to be entered within 90 days of the election at which time the WEC will post the information on its website. The clerk shall update on a monthly basis, should information change. **Election Day Registration Verification Postcard Statistics Reporting** instructions may be found at http://elections.wi.gov/node/5826

Contact the WEC Help Desk for assistance at 608-261-2028 or elections@wi.gov